



## City of Sanford Aluminum Structures Permit Application Checklist

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and Signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Two (2) site plans indicating proposed location.
- ☐ Two (2) copies of the signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings OR Two (2) copies of previously mastered filed plans. Indicate all details and options that apply.
- ☐ Two (2) copies of a site specific layout for the structure with minimum 1/8" per foot scale. Include all framing sizes and types. Include any electrical devices to be added.
- ☐ Two (2) copies of Florida Product Approval, including manufacturer installation instructions and product evaluation reports, for composite or elite roofing systems. (If applicable)
- ☐ For Sunrooms – must designate specific Sunroom Category on the signed and sealed plans, in accordance with FBCR R301.2.1.1.2

*These guidelines were compiled to assist the applicant in preparing an aluminum structure permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.*